

2008 GOVERNOR'S AWARD FOR EXCELLENCE IN PUBLIC SERVICE
INSTRUCTIONS

This format must be followed for the nomination to be accepted. No multi-party nominations will be accepted.

State employees may be nominated for the Governor's Awards for Excellence in Public Service by fellow employees, supervisors, or other interested individuals for their accomplishments and contributions in the past year only, not over several years. The nominations received will be judged on **specific examples** of the suggested information for each of the items listed below which are weighed equally by the judges on a scale of 1 (low) to 10 (high) for Sections A1 through A4 and on a scale of 1 to 5 for Section B:

A. Contributions made in the Workplace

1. Nominee's job performance throughout the year

- Consistently produces high-quality work under all circumstances
- Gives extra effort to complete a job or to share a heavy workload
- Serves on committees and contributes to their success
- Volunteers to work on special projects

2. Valuable contributions or services provided by the nominee to their department over and above their core job requirements

- Integrates information or equipment for greater efficiency or use
- Works to eliminate unnecessary actions or steps for delivering services
- Develops procedures minimizing customer time and resource usage
- Develops new work strategies to reduce waste and save time and money

3. Nominee's working relationships with the public and with other departments

- Helps others beyond general job requirements
- Receives unsolicited thank you or appreciation letters for work done
- Is exceptionally courteous, even tempered, and cooperative

4. Nominee's working relationship with fellow workers

- Helps others beyond requirements of job
- Contributes to a team-oriented, supportive working environment
- Is always friendly, courteous, and cooperative

Subtotal Points (40 possible)

B. Contributions made to the whole community

- Service to professional organizations
- Volunteer work
- Service to civic, religious, school, veteran, or other groups

Subtotal Points (5 possible)

Total Points (45 maximum)

Category:	Executive/Administration/ Professional Technical/Paraprofessional Office Support Trades/Craft Services
------------------	---

Nomination deadline: Friday, August 8, 2008